

American Embassy, Amman

Vacancy Announcement

ANNOUNCEMENT NUMBER: 13-55

OPEN TO: Current Employees of the Mission

POSITION: Office Management Assistant, FSN-7*; FP-7*

OPENING DATE: May 2, 2013

CLOSING DATE: May 15, 2013

WORK HOURS: Full-time; 40 hours/week

SALARY: *Not-Ordinarily Resident: (Position Grade: FP-7)
*Ordinarily Resident: JD 8,587 p.a. (Position Grade: FSN-7)
(Full performance starting salary)

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST PROVIDE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Amman is seeking an individual for the position of Office Management Assistant in the Public Affairs Office.

BASIC FUNCTION OF POSITION:

Drafting of various memorandums and letters, ensuring compliance with proper formats. Translating documents into English from Arabic and vice versa. Providing logistical support to the Information Office and Cultural Section programs (speakers, performances, exhibits, exchange visitors, etc.).

Assisting in the grant processing and filing. Backing up the Support Unit staff in processing purchase orders and procuring supplies. Creating/updating files for all cultural section programs, maintaining project databases, and continually updating the on-line Public Affairs Section, preparing Country Clearances for PD staff going on official TDY Business, or TYDers/ official visitors coming to post. Preparing Representational Reimbursement Claim & Vouchers. Preparing guest list on e-contacts and invitation cards and sending them electronically. Scheduling Embassy-wide use of the PD Conference Room and the PD Auditorium.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of secondary school is required. **Supporting documentation (i.e., High school Certificate) must be included in the application for eligibility purposes.** يجب إرفاق شهادة الدراسة المطلوبة مع طلب التوظيف حتى يتم اخضاع الطلب للتدقيق
2. Two years of secretarial, Administrative Assistant, or related experience is required.
3. level (4) in English language and level (4) in Arabic language is required. English proficiency will be tested. A score of 785 in TOEIC exam or 96 in TOEFL IBT exam are accepted. The score provided must have been obtained within last six months.
4. Proficiency in standard computer applications and ability to show initiative and deal with public is required.

SELECTION PROCESS:

When equally qualified, Eligible Family Members and U.S. Veterans will be given preference. Therefore, it is essential that the candidates address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFMs who currently hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY:

Interested applicants for this position should submit the following or the application will not be considered:

1. Application for Federal Employment (DS-174); or

2. A current resume or curriculum vitae that provides the same information as DS-174; plus
3. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application; for more information on veteran's preference, go to <http://www.opm.gov/veterans/>
4. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
5. Applications can also be submitted electronically through Ammanemployment@state.gov

SUBMIT APPLICATION TO:

Human Resources Office

Tel: 5906000

E-mail: Ammanemployment@state.gov

DEFINITIONS:

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
 - US Citizen;
 - Spouse or dependent that is at least age 18;
 - Listed on the travel orders of a Foreign or Civil Services or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
 - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a US citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs and family members of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: May 15, 2013
An Equal Opportunity Employer

The US Mission in Jordan provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.